



## NASA/WVU IV&V Facility Policies and Procedures

Date: 06/22/2006

### CHANGE-PROCESSING PROCEDURE FOR EMPLOYEES

The purpose of this document is to establish and maintain a documented procedure for Employees to change their personnel information at the NASA IV&V Facility.

This procedure applies to all personnel working at the NASA IV&V Facility or personnel accessing computer resources of the NASA IV&V Facility (either on-site or remotely).

*Note: Cubicle or office relocations within the IV&V Facility, or employees transferring from off-site to on-site, must request and be pre-approved in advanced by the NASA IV&V Facility O&M Manager.*

*See: Change Processing Form 180-02D.*

### **Procedure**

1. The Employee shall download a copy of the Form 180-02D, NASA IV&V Change-Processing Form, from the IV&V Facility's Web Site at:
  - <http://www.ivv.nasa.gov/foremployees/documents/change.php>
2. The Employee shall electronically complete only "Part 1" of the form. **Note: COMPLETE FIRST NAME, LAST NAME, AND CHANGED FIELDS ONLY!**
3. The Employee shall provide to their Employer the completed electronic copy of the Form 180-02C, NASA IV&V Change-Processing Form.
4. The Employer shall complete only "Part 2" of the form. **Note: COMPLETE CHANGED FIELDS ONLY!**
5. The Employer shall provide both the completed electronic copy and a hard-copy of the form to the NASA IV&V Facility O&M Manager.

**Direct any questions regarding this policy / procedure to the NASA IV&V Facility O&M Manager**